



City of Cincinnati Board of Health Finance Committee

Thursday, March 19, 2020

Ms. Schroder, Chair of the Board Finance Committee, called the March 19, 2020 Finance Committee meeting to order at 3:37 PM.

Roll Call

Members present: Kate Schroder, chair, Amar Bhati, Robert Brown, Dominic Hopson.

Topic	Discussion	Action/Motion
Approval of Minutes	<p>The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes from the last meeting.</p> <p><u>Motion:</u> That the Board of Health (BOH) Finance Committee approve the minutes of the February 18, 2020 Board of Health Finance Committee Meeting.</p>	<p><u>Motion: Schroder</u> <u>Second: Brown</u> <u>Action: Passed</u></p>
Review of Contracts for March 24, 2020 BOH Meeting	<p>The Chair began the review of the contracts that will go to the BOH for approval.</p> <p>Susan Tilgner – This accounts payable contract is an amendment to a current consulting agreement between CHD and Ms. Tilgner. In addition to the original contract scope of services, the consultant will serve as Interim Accreditation Coordinator through July 24, 2020, or until CHD appoints a permanent employee. Consultant will orient and train new CHD Accreditation Coordinator, when appointed. Consultant will meet with CHD staff an additional three (3) times (total of six on-site).</p> <p>The amended amount is for \$21,000 and the term is June 16, 2020 to July 24, 2020. agreement is to provide funding to facilitate clinical education placements of training of students in FQHCs. The term is from July 1, 2019 to June 30, 2021.</p> <p>Ms. Angelina Burton walked through the agreement and responded to questions from the Committee. Ms. Burton stated that with Ms. Franklin's resignation as the CHD Accreditation Coordinator there was a need to appoint someone in the interim until we can hire a permanent coordinator. We already contracting with Ms. Tilgner who is a PHAB Accreditation Consultant. She is willing to serve as our interim coordinator which results in an increased cost in our contract. The</p>	

	<p>amount seems reasonable. She is a great resource and fills our requirement to have a coordinator until we appoint one.</p> <p>The Chair asked to be reminded of the accreditation timeline, next steps, and items still to be completed. Ms. Burton stated that the information will soon be sent to all board members. There are currently ten outstanding action items. Deadlines are set for each. Prior to the coronavirus, the majority would be completed by the end of April. PHAB has granted an extension to July 23rd for the application. We are planning on meeting the current deadlines.</p> <p>The Chair asked if we may need to extend the contract if we need to use the PHAB extension? Ms. Burton stated that we have the position posted so we anticipate having a new permanent coordinator prior to the deadline.</p> <p>Mr. Brown asked if we had developed a succession plan for Ms. Franklin, prior to her departure. Ms. Burton stated that we had not anticipated her resignation. She completed a transition plan prior to leaving. But we had no one on the staff we felt could step into that role. Our expectation is that we will complete the process prior to the deadline. We are planning on having a permanent coordinator in May.</p> <p><u>Motion:</u> That the Board of Health Finance Committee recommend approval.</p> <p>Get Vaccinated Ohio Grant 2020-2021 – This accounts receivable grant award is a state funded competitive grant designed to support activities that will increase immunization rates in children under two years of age, school aged children and adolescents. Grant activities will include immunization assessment, targeted reminder and recall, identifying disparities of low immunization levels, educational activities involving families and providers, assuring schools report vaccination rates and school education, and assuring the vaccination of high-risk infants exposed to hepatitis B disease as methods of increasing immunization rates for both public and private immunization providers. The Project's focus is on expanding education (peer-to-peer and family), assessment activities and reminder/recall. The Project provides peer-to-peer education utilizing the Maximizing Office Based Immunization (MOBI) program, Teen Immunization Education Session (TIES) and immunization assessment services utilizing the CDC tool: Immunization Quality Improvement for Providers (IQIP) program in the private and public sector. The Project contracts with Trustaff Personnel to provide a nursing support for MOBI, TIES and IQIP services <i>in the county. Trustaff Personnel has an established master agreement through the purchasing office.</i> Additional funds are included in the GV Grant to support a Perinatal Hepatitis B Prevention Project which provides perinatal case identification, follow up and education to pregnant females and their newborn infants and provider education.</p>	<p><u>Motion: Schroder</u> <u>Second: Bhati</u> <u>Action: Passed</u></p>
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	<p>The outcome measure for this grant is to achieve and maintain the Centers for Disease Control (CDC) National Immunization Rate of 90% for two-year-old children and 80% for adolescents. In 2019, CHD health centers achieved 73%-85% immunization rate for children by age two. This exceeds the 2019 Ohio rate of 66.4%. With an HPV completion rate of 82% in 2018, CHD earned in 2019 the HPV Vaccine Is Cancer Prevention Champion award for OHIO from CDC. In 2017, of practices assessed in the public/private community, immunization rates for two-year-old children at individual offices were between 64%-95%. Through community outreach, education, and assessment in the public and private sector, the IAP team will work with community providers within the region to increase the community rates until 90% of children are immunized by age two and 80% for adolescents.</p> <p>The amount is for \$303,230 with a term of July 1, 2020 thru June 30, 2021.</p> <p>Commissioner Moore was going to discuss the contract. However, due to pressing commitments with the coronavirus, she was unable to be present. Ms. Liu stated that this is an annual grant. Given the amount of information in the description, the Committee was comfortable forwarding this to the BOH.</p> <p><u>Motion:</u> That the Board of Health Finance Committee recommend this grant to the Board of Health.</p>	<p><u>Motion: Schroder</u> <u>Second: Bhati</u> <u>Action: Passed</u></p>
<p>Update on the City Budget</p>	<p>Mr. Dominic Hopson stated that every City department had to submit a proposed budget to the Manager with a five percent reduction, except for CHD's fund 395 – our community-based health center fund – which required a ten percent reduction. Ms. Liu and Dr. Moore resolved the five percent reduction by holding some vacant positions open.</p> <p>The Chair asked if there were any discussion about exempting CHD from the reduction given the coronavirus. Mr. Hopson stated that the Commissioner was concerned that we submit our documentation and meet the requirement, but is hopeful that this will change when we reached the next step – to discuss how leaving the positions vacant would impact our ability to respond to the pandemic and other public health crisis in the future.</p> <p>The Chair asked when the information was due to the City. Mr. Hopson stated that it was due last Friday but was submitted Monday as the Commissioner was out last week. The committee asked for clarification on whether the proposal included holding positions vacant or permanently eliminating them – and expressed strong concerns about impact of permanently eliminating any positions, especially in light of the pandemic.</p>	

	<p>Dr. Bhati asked if we do go ahead and eliminate positions, such as an internist, how onerous is it to then fill the position in the future. Mr. Hopson stated that we would need to start with HR, and they would create a request that would route through City Hall, then go through the Civil Service Commission for approval before the position could be recreated and we could recruit for it. Dr. Bhati asked if we could request that the positions remain vacant instead of eliminating them. Mr. Hopson said he believed that was possible.</p> <p>The Chair asked who was leading the budget negotiations for CHD. Mr. Hopson stated that Commissioner Moore was leading those negotiations. Mr. Brown stated that he recommends that the positions not be eliminated but held open and to review if additional resources will be necessary to meet the coronavirus crisis. The Chair expressed support and stated that the Commissioner in discussing the budget with the City request zero cuts considering the coronavirus outbreak. Mr. Brown stated that more resources will be needed. CHD needs to increase telemedicine and to ensure that we are responsive to patients to limit their physical visits with providers or the emergency room. Dr. Bhati said that everyone is working towards the telemedicine type of platform. The Chair suggested that this be a topic for discussion at the full BOH meeting next week in terms of what type of guidance are we giving.</p> <p>Mr. Hopson led the discussion regarding Fund 395 and options for meeting the city's request of reducing Fund 395 by ten percent - \$2.5 million. The City negotiated new contracts with our labor unions, these included increases that must be accounted for in our personnel costs. To address the shortfall, CCPC is looking at ways to optimize services and efficiencies between the school-based health centers and community health centers.</p> <p>The Chair requested that before any information go to the City in terms of budget reductions that it be sent to the Finance Committee first. She stated that we should try to avoid cutting clinical positions at all, especially during a pandemic. The Chair stated that the previous process was to provide the documentation to the Finance Committee via email and that Committee members had 24 hours to respond. The Chair summarized the committee's desire to avoid – or at least minimize to the greatest extent possible – any cuts to CHD's budget. Right now, it's all hands-on deck and efforts to receive supplemental funds from the state and federal government in response to the pandemic should be aggressively pursued. Mr. Hopson stated that he would communicate this with the Commissioner.</p> <p>Mr. Brown stated that we are looking at Hamilton County's Indigent Care Fund for additional revenue and there will be additional funding for Community Based Health Centers for the pandemic. We should ask the City not to cut CHD. Need to take a closer look at how we project revenue.</p>	
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	<p>The Chair outlined the next steps: Requesting that the Finance Committee be able to review any submissions with the City on the budget; that CHD be very clear with the City that it is requesting no cuts in light of the pandemic; to inform the Board how it can be helpful with that request; for positions – as a general rule – talk about “holding vacant” instead of “elimination.”</p> <p>Dr. Bhati asked about the timeline for reaching out to Councilmembers. Mr. Brown stated that the budget will be discussed by Council at the end of May with a final vote by the end of June. Mr. Brown stated that the pandemic requires all hands-on deck.</p>	
Financial Update	<p>Mr. Dominic Hopson presented the financial update. Days in Accounts Receivable – staying where we want to be in the 30-35-day range. We are on target for our other days in AR. Most of the AR issues are in the self-pay category. We have been making you aware of this for some time. Going to begin sending bills to our self-pay between April and May 1. Mr. Brown asked when do we write off self-pay? Mr. Hopson said six months is right, but previously we wrote them off without ever sending an invoice. Unlike other health systems who, after six months send these to a collection agency, we will be writing ours off.</p> <p>Collections for the month of February was at \$1.1 million – 38 percent of our gross collections; gross charges were \$3 million. Still on track. To sustain our operations, we need to collect about \$1.4 - \$1.5 million per month.</p> <p>Based on guidance from the state, we are only providing emergency dental services. We closed eight school-based health centers due to the schools being closed. We are looking at \$600,000 to \$800,000 a month in lost revenue. Hoping to make this loss up from HRSA and the federal emergency spending due to the coronavirus.</p> <p>Mr. Hopson explained that excess nursing capacity from the closed school-based health centers are being redirected to things like contact tracing and responding to questions from our residents about the virus.</p>	
Conclusion	<p>Dr. Bhati asked for an update at the BOH meeting for an update on personal protective equipment (PPE) City wide. Mr. Hopson stated that this will be discussed at the BOH meeting. We have sufficient N95 masks. Our main area of concerns are gowns and face masks. Partnering with the City to purchase these and hand sanitizer. With dental only providing emergency treatment, we can repurpose their PPE. Testing concern with the availability of swabs. Ideally, the University of Cincinnati will increase their capacity for dealing with COVID-19 and we will be able to send our patients there. That will allow us to work with our other patients with asthma and other chronic issues to keep them out of the emergency departments to help prevent our health system from being overburdened.</p>	

Meeting Adjourned 5:00 p.m.
Next Meeting April 21, 2020 at 3:30 p.m.
Minutes prepared by Jon Lawniczak

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